



**STATE OF MISSOURI
DEPARTMENT OF ECONOMIC DEVELOPMENT
DIVISION OF WORKFORCE DEVELOPMENT (DWD)
INVITATION FOR BID**

IFB NO. 4193065701
TITLE: Conference Services
ISSUE DATE: 08/11/06

REQ#:
BUYER: Debbie Prenger
PHONE NO.: (573) 751-3193
E-MAIL: debbie.prenger@ded.mo.gov

RETURN PROPOSAL NO LATER THAN: 08/25/06 AT 3:30 PM

MAILING INSTRUCTIONS: Print or type **IFB Number** and **Return Due Date** on the lower left hand corner of the envelope or package. Proposals must be in DWD office (421 E. Dunklin Street) by the return date and time.

RETURN PROPOSAL TO: DWD
421 E DUNKLIN
JEFFERSON CITY, MO 65101
Fax # (573) 522-4986

CONTRACT PERIOD: Date of Award through June 30, 2007

DELIVER SUPPLIES/SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESS:

DWD
421 E DUNKLIN
JEFFERSON CITY, MO 65101

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Invitation For Bid (Revised 02/10/06). The offeror further agrees that the language of this IFB shall govern in the event of a conflict with his/her proposal. The offeror further agrees that upon receipt of an authorized purchase order from the Division of Workforce Development or when this IFB is countersigned by an authorized official of the State of Missouri, a binding contract shall exist between the offeror and the State of Missouri.

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE		DATE
PRINTED NAME		TITLE
COMPANY NAME		
MAILING ADDRESS		
CITY, STATE, ZIP		
FEDERAL EMPLOYER ID NO.		SOCIAL SECURITY NO. IF FEDERAL EMPLOYER ID NO. NOT APPLICABLE
PHONE NO.	FAX NO.	E-MAIL ADDRESS

NOTICE OF AWARD (STATE USE ONLY)

ACCEPTED BY STATE OF MISSOURI AS FOLLOWS:		
CONTRACT NO.	VENDOR NO.	CONTRACT PERIOD
BUYER	DATE	DIRECTOR

1. INTRODUCTION AND GENERAL INFORMATION

1.1 Introduction:

1.1.1 This document constitutes a request for competitive, sealed proposals for the provision of conference services as set forth herein.

1.1.2 Organization - This document, referred to as an Invitation For Bid (IFB), is divided into the following parts:

- 1) Introduction and General Information
- 2) Contractual Requirements
- 3) Proposal Submission Information
- 4) Pricing Pages
- 5) Exhibits A – C
- 6) Terms and Conditions

1.2 Background:

1.2.1 The Division of Workforce Development will offer a 2-day training session for Local Equal Opportunity Officers, Missouri One-Stop System partners, and Division of Workforce Development staff.

The Department of Labor, Civil Rights Center staff will provide technical assistance to Missouri regarding the obligation to comply with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act.

The Civil Rights Center is fully responsible for any expenses incurred by their agency for travel, accommodations and meals. Further, the Department of Labor, Civil Rights Center, provides this training at no cost to the state.

2. PERFORMANCE REQUIREMENTS

2.1 General Requirements:

2.1.1 The contractor shall provide conference services for the Division of Workforce Development (hereinafter referred to as the state agency) in accordance with the provisions and requirements stated herein.

2.1.2 At a minimum, the contractor shall provide the following:

- a. Sleeping rooms,
- b. Meeting rooms,
- c. Meals and break refreshments, and
- d. Registration area.

2.1.3 The contractor shall provide the required services on September 27-28, 2006. At the time of award, the state agency shall specify which date services shall be required.

2.1.4 The contractor's facility must be located in the City of St. Louis, preferably in or near the downtown area. Given that this conference deals with Equal Opportunity, the state agency

desires that the facility project an image and be located in an area that reflects positively on the area and on the State of Missouri. Site visits may be conducted of facilities under consideration.

- 2.1.5 The state agency estimates, but cannot guarantee, that approximately 50-70 people will be in attendance at the conference.

2.2 Meeting Room and Registration Area Requirements:

- 2.2.1 The contractor shall provide 1 (one) large general session meeting room capable of accommodating 70 people in a classroom style.

a. The contractor must equip the meeting room with a podium, panel table w/four seats next to podium, wireless microphone for podium and panel table w/stands, one wireless microphone in the back of the room (w/stand), large projection screen, ISDN Dialup compatible link, poly com unit for video conferencing and two flip chart stands.

b. The meeting room must be available starting at 7:00 a.m. on Wednesday, September 27, and Thursday, September 28 until 5:00 p.m.

- 2.2.2 The contractor shall provide 1 registration area large enough to accommodate 2 - 8 foot registration tables. From 7:00 a.m. to 10:00 a.m. on Sept. 26-27.

- 2.2.3 The contractor shall provide registration area set-up including table skirting.

a. This area must have electrical hookups.

- 2.2.4 The state agency reserves the right to provide their own equipment in the meeting room. The contractor shall not assess the state agency any charges for providing their own equipment.

a. If requested by the state agency, the contractor shall provide and set-up additional equipment such as screens, table podiums, stands, overheads, slide projector, movie projector, VCR, TV/monitor, etc., in the meeting rooms. Costs, if any, for these items must be included in the bid.

- 2.2.5 All meeting rooms should be well ventilated, properly lighted, and in the same facility as the guest rooms.

2.3 Sleeping Room Requirements:

- 2.3.1 The contractor shall make available a block of 60 single occupancy rooms for reservation by attendees of which the State will pay for approximately 24 rooms by rooming list. Additional rooms will be individual pay. Room prices shall be at or below the federal government per diem rate. Each room shall have separate bathroom and bath/shower facilities; shared bathroom and bath/shower facilities shall not be allowed. The state agency and/or the conference attendee shall specify the type of room needed.

a. A single occupancy room shall be defined as a room occupied by one person which must contain at least one bed.

2.3.2 The contractor shall provide the approximated rooms indicated in the table below.

Day	Tues	Wed	Thurs
	09/26/06	09/27/06	09/28/06
Rooms	60	60	0

- a. The contractor shall understand that the figures provided are estimates only and the state agency does not guarantee the quantity of the rooms needed.

2.3.3 All rooms should be ready for occupancy no later than 3:00 p.m. on September 26, 2006.

2.3.4 All sleeping rooms must be clean, neat, insect free and receive daily maid service. Carpet and fixtures must be without stains or disrepair. Furniture should be in good condition. Security locks must be on the doors of each sleeping room.

2.3.5 The contractor must provide adequate staff to check conference attendees into the facility and assigned sleeping rooms in a timely manner.

2.4 Meal and Break Refreshment Requirements:

2.4.1 The contractor must provide meals and break refreshments as required by the state agency in accordance with the following. The state agency reserves the right to modify the following schedule with the final food service schedule, menus, and firm, fixed prices for meals and breaks mutually agreed between the state agency and contractor, subject to the guaranteed not-to-exceed prices stated on the Pricing Page.

a. September 26-27, 2006:

Coffee, ice water and hot tea available in the meeting room at 7:30 a.m. on Wednesday and Thursday mornings. Estimate 70 people.

- b. Luncheon – Provided in a separate room.

A sit down lunch on Wednesday and Thursday. Estimate 70 people.

- c. Breaks – Afternoon break at 3:00 p.m. shall include coffee, tea, ice water. Estimate 70 people. Afternoon breaks shall also contain brownies/cookies.

2.4.2 For meal provided, the contractor must provide a variety of menu options for consideration by the state agency.

2.5 Additional Requirements:

2.5.1 The contractor should have recreational opportunities (e.g., tennis, swimming, racquetball, jogging/hiking, spa, exercise room, game room) available for use by the conference attendees.

2.5.2 The state agency estimates that there will be 70 automobiles that will need parking in addition to room registrants. The contractor shall provide parking in or near the facility for those automobiles.

2.5.3 The contractor must have elevators and other services available in facilities that contain barriers to easy access. Facilities must be in compliance with the American Disabilities Act.

2.5.4 The state agency will make every reasonable effort to provide the contractor with the exact and current number of conference attendees to allow the contractor to devote unused facilities, staff, and other resources to other non-contractual activities.

- a. The state agency will provide the contractor with its conference agenda as soon as possible to assist in the coordination of the contractor's activities and the allocation of the contractor's resources.

2.5.5 The hotel should list transportation options to and from the St Louis Airport with approximate pricing.

2.5.6 The hotel and its surroundings should reflect/emphasize a positive image of Missouri.

2.6 Payment and Invoicing Requirements:

2.6.1 Immediately upon award of the contract, the contractor needs to submit or must have already submitted a properly completed State Vendor ACH/EFT Application, since the State of Missouri intends to make contract payments through Electronic Funds Transfer.

- a. If not already submitted, the contractor needs to obtain a copy of the State Vendor ACH/EFT Application and completion instructions from the Internet at:

<http://www.oa.mo.gov/purch/vendorinfo/vendorach.pdf>

- b. The contractor must submit a unique invoice number with each invoice submitted. The unique invoice number will be listed on the State of Missouri's EFT addendum record to enable the contractor to properly apply the state agency's payment to the invoice submitted.

2.6.2 The contractor shall maintain an account for agreed-upon state agency charges and shall submit an itemized invoice in triplicate for prior approved charges to the state agency at the address stated on page one.

2.6.3 The state agency shall pay for conference services as specified below:

- a. The state agency shall pay for meeting room charges pursuant to the firm, fixed price specified on the Pricing Page and as approved prior to the conference.
- b. The state agency shall pay for meals and breaks for prior designated conference attendees only in accordance with the prices stated on the Pricing Page.
- c. The state agency shall not be responsible for a conference attendee's rooms and miscellaneous charges such as restaurant charges, bar charges, movies, and phone calls except for state agency employees room charges specifically authorized to be placed on the master account.

2.6.4 The contractor shall only invoice for those conference services for which the contractor quoted a price. The contractor must not invoice and the state agency shall not pay for any conference service, including meeting room equipment and miscellaneous services, for which a price was not quoted.

2.6.5 Other than the payments specified above, the state agency shall not make any other payments or reimbursements to the contractor for any reason whatsoever, including meeting room charges, equipment charges, miscellaneous services, etc.

2.7 General Contractual Requirements:

- 2.7.1 **Contract:** A binding contract shall consist of: (1) the IFB, amendments thereto, (2) the contractor's proposal and (3) the Division of Workforce Development's acceptance of the bid by "notice of award" or by "purchase order". All Exhibits and Attachments included in the IFB shall be incorporated into the contract by reference.
- a. The notice of award does not constitute a directive to proceed. Before providing equipment, supplies and/or services, the contractor must receive a properly authorized purchase order.
 - b. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein.
- 2.7.2 **Contract Period:** The original contract period shall be as stated in the Invitation For Bid (IFB). The contract shall not bind, nor purport to bind, the state for any contractual commitment in excess of the original contract period.
- 2.7.3 **Contractor Liability:** The contractor shall be responsible for any and all personal injury (including death) or property damage as a result of the contractor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition, the contractor assumes the obligation to save the State of Missouri, including its agencies, employees, and assignees, from every expense, liability, or payment arising out of such negligent act. The contractor also agrees to hold the State of Missouri, including its agencies, employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor under the terms of the contract.
- a. The contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the State of Missouri, including its agencies, employees, and assignees.
 - b. Under no circumstances shall the contractor be liable for any of the following: (1) third party claims against the state for losses or damages (other than those listed above); (2) loss of, or damage to, the state's records or data; or (3) economic consequential damages (including lost profits or savings) or incidental damages, even if the contractor is informed of their possibility.
- 2.7.4 **Subcontractors:** Any subcontracts for the products/services described herein must include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the contractor and the State of Missouri and to ensure that the State of Missouri is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract between the State of Missouri and the contractor. The contractor shall expressly understand and agree that he/she shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract. The contractor shall agree and understand that utilization of a subcontractor to provide any of the products/services in the contract shall in no way relieve the contractor of the responsibility for providing the products/services as described and set forth herein. The contractor must obtain the approval of the State of Missouri prior to establishing any new subcontracting arrangements and before changing any subcontractors. The approval shall not be arbitrarily withheld.
- 2.7.5 **Termination:** The Division Workforce Development reserves the right to terminate the contract at any time, for the convenience of the State of Missouri, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such

termination. The contractor shall be entitled to receive just and equitable compensation for services and/or supplies delivered to and accepted by the State of Missouri pursuant to the contract prior to the effective date of termination.

- 2.7.6 Contractor Status: The contractor represents himself or herself to be an independent contractor offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of the State of Missouri. Therefore, the contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the State of Missouri, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.
- 2.7.7 Coordination: The contractor shall fully coordinate all contract activities with those activities of the state agency. As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the state agency or the Division of Workforce Development throughout the effective period of the contract.
- 2.7.8 Property of State: All reports, documentation, and material developed or acquired by the contractor as a direct requirement specified in the contract shall become the property of the State of Missouri. The contractor shall agree and understand that all discussions with the contractor and all information gained by the contractor as a result of the contractor's performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the state agency.

3. PROPOSAL SUBMISSION INFORMATION

3.1 Submission of Proposals:

3.1.1 ELECTRONIC SUBMISSION OF PROPOSALS THROUGH THE ON-LINE BIDDING WEB SITE IS NOT AVAILABLE FOR THIS IFB.

3.1.2 When submitting a proposal, the offeror should include 3 (three) additional copies along with their original proposal. The front cover of the original proposal should be labeled “original” and the front cover of all copies should be labeled “copy”.

a. Imaging Ready – In addition, all proposals are scanned into the Division of Workforce Development imaging system after a contract is executed, or all proposals are rejected.

1) The scanned information will be able to be viewed through the Internet from the Public Record Search system. Therefore, the offeror is advised not to include personal identifying information such as social security numbers in the proposal.

2) In preparing a proposal, the offeror should be mindful of document preparation efforts for imaging purposes and storage capacity that will be required to image the proposals. Glue bound materials should not be used.

3.1.3 To facilitate the evaluation process, the offeror is encouraged to organize their proposal into distinctive sections that correspond with the individual evaluation categories described herein. The offeror is cautioned that it is the offeror’s sole responsibility to submit information related to the evaluation categories and that the State of Missouri is under no obligation to solicit such information if it is not included with the proposal. The offeror’s failure to submit such information may cause an adverse impact on the evaluation of the proposal.

a. Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.

b. The proposal should be page numbered.

c. The signed page one from the original IFB and all signed amendments should be placed at the beginning of the proposal.

3.1.4 The offeror should complete Exhibit C, Miscellaneous Information, to document: (1) if the offeror qualifies as either a nonprofit organization for the blind or a sheltered workshop, or if the offeror is proposing to include products and/or services manufactured, produced, or assembled by such an organization, and (2) whether the offeror and/or any of the owners of the offeror’s organization are currently an employee of the State of Missouri, a member of the General Assembly, or a statewide elected official, and (3) if any products and/or services offered under the IFB are being manufactured or performed at sites outside the continental United States.

3.1.5 Offeror’s Contacts:

a. Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the IFB, the evaluation, etc. to the buyer of record indicated on the first page of this IFB. The buyer may be contacted via e-mail or phone as shown on the first page, or via facsimile to 573-526-9817. The offeror may contact the Office of Equal Opportunity regarding MBE/WBE certification or subcontracting with MBE/WBE companies at (877) 259-2963 or (573) 751-8130 or by fax at (573) 522-8078.

b. Offerors and their agents may not contact any other state employee regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds

for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

- c. Offerors are advised that any questions received less than ten calendar days prior to the IFB opening date may not be answered.

3.2 Evaluation and Award Process:

- 3.2.1 After determining that a proposal satisfies the mandatory requirements stated in the Invitation For Bid, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:

- a. Cost40 points
- b. Experience, Reliability, and Staffing20 points
- c. Facilities and Services.....40 points

- 3.2.2 After an initial screening process, a question and answer conference or interview may be conducted with the offeror, if deemed necessary by the Division of Workforce Development. In addition, the offeror may be asked to make an oral presentation of their proposal during the conference. Attendance cost at the conference shall be at the offeror's expense. All arrangements and scheduling shall be coordinated by the Division of Workforce Development.

- 3.2.3 A proposal, including prices and conference dates, shall remain valid for 30 days following the date proposals are opened.

3.3 Evaluation of Cost:

- 3.3.1 The objective evaluation of cost shall be based upon the sum of the prices quoted for the following services at the quantities listed.

- a. 60 single rooms for 2 nights
- b. Morning break for 70 people -2 days
- c. Sit down lunch for 70 people – 2 days
- d. Afternoon break for 70 people - 2 days
- e. Total for meeting rooms

Cost points shall be calculated based on the sum from the above calculation using the following formula:

$$\frac{\text{Lowest Responsive Price}}{\text{Compared Price}} \times 40 = \text{Cost score points}$$

- 3.3.2 The offeror shall agree and understand that the quantities used in the evaluation of cost are provided solely to document how cost will be evaluated. The State of Missouri makes no guarantee regarding the accuracy of the quantities stated nor does the State of Missouri intend to imply that the figures used for the cost evaluation in any way reflect actual nor anticipated usage.
- 3.3.3 The State of Missouri reserves the right to subjectively evaluate prices for recreational activities, and/or meeting room equipment as part of the subjective evaluation of Facilities and Services.

3.4 Evaluation of Experience, Reliability, and Staffing

- 3.4.1 Experience and reliability of the offeror's organization are considered subjectively in the evaluation process. Therefore, the offeror is advised to submit any information which documents

successful and reliable experience in past performances, especially those performances related to the requirements of this IFB.

3.4.2 The offeror should provide, on Exhibit A or in any other format, the following information related to previous and current services/contracts performed by the offeror's organization and any proposed subcontractors which are similar to the requirements of this IFB.

- a. A list of the 5 most recent events at the establishment that includes Name, address, and telephone number of client/contracting agency and a representative of that client/agency who may be contacted for verification of all information submitted;
- b. Dates of the service/contract; and
- c. A brief, written description of the specific prior services performed and requirements thereof.

3.4.3 Business Compliance - The offeror must be in compliance with the laws regarding conducting business in the State of Missouri. The offeror certifies by signing the signature page of this original document and any amendment signature page(s) that the offeror and any proposed subcontractors are presently in compliance with such laws. The offeror shall provide documentation of compliance upon request by the Division of Workforce Development. The compliance to conduct business in the state shall include, but not necessarily be limited to:

- a. Registration of business name (if applicable)
- b. Certificate of authority to transact business/certificate of good standing (if applicable)
- c. Taxes (e.g., city/county/state/federal)
- d. State and local certifications (e.g., professions/occupations/activities)
- e. Licenses and permits (e.g., city/county license, sales permits)
- f. Insurance (e.g., worker's compensation/unemployment compensation)

3.4.4 The qualifications of the staff proposed by the offeror to perform the requirements of this IFB, whether from the offeror's organization or from a proposed subcontractor, will be subjectively evaluated. Therefore, the offeror should submit detailed information related to the experience and qualifications, including education and training, of proposed staff.

- a. The offeror may utilize Exhibit B for summarizing staff information and should submit detailed resumes for proposed key staff.
 - 1) Resumes should be structured to emphasize relevant qualifications and experience of the staff in successfully completing contracts/performing services of a similar size and scope to the requirements of this IFB.
 - 2) Information submitted should clearly identify previous experience in performing similar services and should include beginning and ending dates, a description of the role of the person in such performances, results of the services performed, and how the person's involvement in that project will relate to the person's ability to contribute to the State of Missouri.

3.4.5 The offeror should provide an organizational chart showing the staffing and lines of authority for the key staff to be used.

- a. The organizational chart should outline the team proposed for this project and the relationship of those team members to each other and to the management structure of the offeror's organization.

3.5 Evaluation of Facilities and Services:

3.5.1 Proposals will be subjectively evaluated based on the offeror's distinctive plan for performing the requirements of the IFB. Therefore, the offeror should present a written narrative which demonstrates the method or manner in which the offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.

a. We reserve the right to conduct site visits as part of this evaluation process.

3.5.2 The offeror should specifically submit or describe the following:

- a. Layout of offeror's facilities with identification of those areas proposed for contractual services including size and capacity of meeting rooms.
- b. Description of accessibility features for people with disabilities.
- c. Diagram of fire escape routes at the offeror's facilities.
- d. Description of proposed facilities, including indication of latest renovation date for sleeping and meeting rooms.
- e. Check-in and check-out time.
- f. Proposed meal menus and break refreshments.
- g. Provide a description of the proposed services that will be performed and/or the proposed products that will be provided by Missourians and/or Missouri products.
- h. Provide a description of the economic impact returned to the State of Missouri through tax revenue obligations.
- i. Provide a description of the company's economic presence within the State of Missouri (e.g., type of facilities: sales offices; sales outlets; divisions; manufacturing; warehouse; other), including Missouri employee statistics.
- j. Provide latest hotel ratings by Mobil, AAA or other recognized organization.

4. PRICING PAGE

SLEEPING ROOM: The offeror shall provide a firm, fixed price per room, per night for the following. The offeror shall include all costs associated with providing the required service including lodging and local taxes. Do not include State taxes in the prices quoted. (C/S Code: 91512)

001 Single Occupancy Room \$ _____ per room, per night

FOOD: The offeror shall provide a guaranteed not-to-exceed price for each of the following. The offeror shall include all costs associated with providing the required service including gratuity and local taxes. Do not include State taxes in the prices quoted. (C/S Code: 91512)

002 Morning break \$ _____ per person, per break

003 Lunch – Sit Down \$ _____ per person, per meal

004 Afternoon Break w/snack \$ _____ per person, per break

MEETING ROOMS: The offeror shall provide a firm, fixed total price. The offeror shall include all costs associated with providing the required service, including the room(s), set-up, and the equipment required herein. (C/S Code: 91512)

005 \$ _____ total

PARKING: The offeror shall state a firm, fixed price per vehicle, per day. (C/S Code: 91512)

006 \$ _____ per vehicle, per day

MEETING ROOM EQUIPMENT: The offeror must submit a list of meeting room equipment available and the firm, fixed prices applicable for such equipment. The offeror should indicate a firm, fixed percentage discount off of the meeting room equipment price list. (C/S Code: 91512)

007 _____ % discount

MISCELLANEOUS SERVICES: The offeror must submit a list of miscellaneous services including copies, equipment removal, etc. and the firm, fixed prices applicable for such.

RECREATIONAL ACTIVITIES: The offeror should submit a list of recreational activities available and the firm, fixed prices applicable to such recreational activities.

COMPLIMENTARY ROOMS: If the offeror provides complimentary rooms, the offeror shall indicate how complimentary rooms are calculated. Give a numerical figure for one of the following:

One complimentary room for every _____ people
OR

One complimentary room for every _____ rooms

OTHER COMPLIMENTARY FACILITIES OR SERVICES: The offeror should submit a list of any other facilities or services that would be provided on a complimentary basis in conjunction with this conference.

EXHIBIT A**PRIOR EXPERIENCE OF OFFEROR**

The offeror should copy and complete this form for each reference being submitted as demonstration of the offeror and subcontractor's prior experience. In addition, the offeror is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

Offeror/Subcontractor Name:	
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	
Address of Reference Company:	
Reference Contact Person Name:	
Contact Person Phone #	
Contact Person e-mail address:	
Dates of Prior Services:	
Dollar Value of Prior Services	
Description of Prior Services Performed	

EXHIBIT B**STAFFING**

STAFF MEMBER	BACKGROUND AND EXPERTISE OF STAFF
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1. _____
(NAME)
HOTEL MANAGER

2. _____
(NAME)
SALES MANAGER

3. _____
(NAME)
CATERING MANAGER

4. _____
(NAME)
BANQUET MANAGER

5. _____
(NAME)

(TITLE)

6. _____
(NAME)

(TITLE)

7. _____
(NAME)

(TITLE)

EXHIBIT C**MISCELLANEOUS INFORMATION****Organizations for the Blind or Sheltered Workshop**

If the offeror qualifies as either a nonprofit organization for the blind or a sheltered workshop, or if the offeror is proposing to include products and/or services manufactured, produced, or assembled by such an organization, the offeror should identify the name of the organization in the space below and should attach all supporting documentation, as referenced elsewhere herein.

Name & Address of Organization for Blind/Sheltered Workshop:	_____

Outside United States

If any products and/or services offered under this IFB are being manufactured or performed at sites outside the continental United States, the offeror MUST disclose such fact and provide details in the space below or on an attached page.

Are products and/or services being manufactured or performed at sites outside the continental United States?	Yes _____	No _____
Describe and provide details:		

Employee Bidding/Conflict of Interest

Offerors who are employees of the State of Missouri, a member of the General Assembly or a statewide elected official must comply with Sections 105.450 to 105.458 RSMo regarding conflict of interest. If the offeror and/or any of the owners of the offeror's organization are currently an employee of the State of Missouri, a member of the General Assembly or a statewide elected official, please provide the following information.

Name of State Employee, General Assembly Member, or Statewide Elected Official:	
In what office/agency are they employed?	
Employment Title:	
Percentage of ownership interest in offeror's organization:	_____ %

**STATE OF MISSOURI
DIVISION OF WORKFORCE DEVELOPMENT
TERMS AND CONDITIONS -- INVITATION FOR BID**

1. TERMINOLOGY/DEFINITIONS

Whenever the following words and expressions appear in an Invitation for Bid (IFB) document or any amendment thereto, the definition or meaning described below shall apply.

- a. **Agency and/or State Agency** means the statutory unit of state government in the State of Missouri for which the equipment, supplies, and/or services are being purchased by the **Division of Workforce Development (DWD)**. The agency is also responsible for payment.
- b. **Amendment** means a written, official modification to an IFB or to a contract.
- c. **Attachment** applies to all forms which are included with an IFB to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- d. **Bid Opening Date and Time** and similar expressions mean the exact deadline required by the IFB for the receipt of sealed bids.
- e. **Bidder** means the person or organization that responds to an IFB by submitting a bid with prices to provide the equipment, supplies, and/or services as required in the IFB document.
- f. **Buyer** means the procurement staff member of the DWD. The **Contact Person** as referenced herein is usually the Buyer.
- g. **Contract** means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.
- h. **Contractor** means a person or organization who is a successful bidder as a result of an IFB and who enters into a contract.
- i. **Exhibit** applies to forms which are included with an IFB for the bidder to complete and submit with the sealed bid prior to the specified opening date and time.
- j. **Invitation for Bid (IFB)** means the solicitation document issued by the DWD to potential bidders for the purchase of equipment, supplies, and/or services as described in the document. The definition includes these Terms and Conditions as well as all Pricing Pages, Exhibits, Attachments, and Amendments thereto.
- k. **May** means that a certain feature, component, or action is permissible, but not required.
- l. **Must** means that a certain feature, component, or action is a mandatory condition. Failure to provide or comply will result in a bid being considered non-responsive.
- m. **Pricing Page(s)** applies to the form(s) on which the bidder must state the price(s) applicable for the equipment, supplies, and/or services required in the IFB. The pricing pages must be completed and submitted by the bidder with the sealed bid prior to the specified bid opening date and time.
- n. **RSMo (Revised Statutes of Missouri)** refers to the body of laws enacted by the Legislature which govern the operations of all agencies of the State of Missouri. Chapter 34 of the statutes is the primary chapter governing the operations of DWD.
- o. **Shall** has the same meaning as the word **must**.
- p. **Should** means that a certain feature, component and/or action is desirable but not mandatory.

2. APPLICABLE LAWS AND REGULATIONS

- a. The contract shall be construed according to the laws of the State of Missouri. The contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
- b. To the extent that a provision of the contract is contrary to the Constitution or laws of the State of Missouri or of the United States, the provisions shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and the DWD.
- c. The contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.
- d. The contractor must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.
- e. The exclusive venue for any legal proceeding relating to or arising out of the IFB or resulting contract shall be in the Circuit Court of Cole County, Missouri.

3. OPEN COMPETITION/INVITATION FOR BID DOCUMENT

- a. It shall be the bidder's responsibility to ask questions, request changes or clarification, or otherwise advise the DWD if any language, specifications or requirements of an IFB appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the IFB to a single source. Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc., must be directed to the buyer from the DWD, unless the IFB specifically refers the bidder to another contact. Such communication should be received at least ten calendar days prior to the official bid opening date.
- b. Every attempt shall be made to ensure that the bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all bidders will be advised, via the issuance of an amendment to the IFB, of any relevant or pertinent information related to the procurement. Therefore, bidders are advised that unless specified elsewhere in the IFB, any questions received less than ten calendar days prior to the IFB opening date may not be answered.
- c. Bidders are cautioned that the only official position of the State of Missouri is that which is issued by the DWD in the IFB or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
- d. The DWD monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among bidders, price-fixing by bidders, or any other anticompetitive conduct by bidders which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.

4. PREPARATION OF BIDS

- a. Bidders **must** examine the entire IFB carefully. Failure to do so shall be at bidder's risk.

- b. Unless otherwise specifically stated in the IFB, all specifications and requirements constitute minimum requirements. All bids must meet or exceed the stated specifications and requirements.
- c. Unless otherwise specifically stated in the IFB, any manufacturer names, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The bidder may offer any brand which meets or exceeds the specification for any item, but must state the manufacturer's name and model number for any such brands in the bid. In addition, the bidder shall explain, in detail, (1) the reasons why the proposed equivalent meets or exceeds the specifications and/or requirements and (2) why the proposed equivalent should not be considered an exception thereto. Bids which do not comply with the requirements and specifications are subject to rejection without clarification.
- d. Bids lacking any indication of intent to bid an alternate brand or to take an exception shall be received and considered in complete compliance with the specifications and requirements as listed in the IFB.
- e. In the event that the bidder is an agency of state government or other such political subdivision which is prohibited by law or court decision from complying with certain provisions of an IFB, such a bidder may submit a bid which contains a list of statutory limitations and identification of those prohibitive clauses which will be modified via a clarification conference between the DWD and the bidder, if such bidder is selected for contract award. The clarification conference will be conducted in order to agree to language that reflects the intent and compliance of such law and/or court order and the IFB. Any such bidder needs to include in the bid, a complete list of statutory references and citations for each provision of the IFB which is affected by this paragraph.
- f. All equipment and supplies offered in a bid must be new, of current production, and available for marketing by the manufacturer unless the IFB clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
- g. Prices shall include all packing, handling and shipping charges FOB destination, freight prepaid and allowed unless otherwise specified in the IFB.
- h. Prices bid shall remain valid for 90 days from bid opening unless otherwise indicated. If the bid is accepted, prices shall be firm for the specified contract period.
- i. Any foreign bidder not having an Employer Identification Number assigned by the United States Internal Revenue Service (IRS) must submit a completed IRS Form W-8 prior to or with the submission of their bid in order to be considered for award.

5. SUBMISSION OF BIDS

- a. Delivered bids must be sealed in an envelope or container, and received in the DWD office located at 421 E. Dunklin Street in Jefferson City, MO no later than the exact opening time and date specified in the IFB. All bids must (1) be submitted by a duly authorized representative of the bidder's organization, (2) contain all information required by the IFB, and (3) be priced as required. Hard copy bids may be mailed to the DWD post office box address. However, it shall be the responsibility of the bidder to ensure their bid is in the DWD office (address listed above) no later than the exact opening time and date specified in the IFB.
- b. The sealed envelope or container containing a bid should be clearly marked on the outside with (1) the official IFB number and (2) the official opening date and time. Different bids should not be placed in the same envelope, although copies of the same bid may be placed in the same envelope.
- c. A bid which has been delivered to the DWD office, may be modified by signed, written notice which has been received by the DWD prior to the official opening date and time specified. A bid may also be modified in person by the bidder or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to modify a bid shall not be honored.
- d. A bid which has been delivered to the DWD office, may only be withdrawn by a signed, written notice or facsimile which has been received by the DWD prior to the official opening date and time specified. A bid may also be withdrawn in person by the bidder or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone, e-mail, or telegraphic requests to withdraw a bid shall not be honored.
- e. Bidders delivering a hard copy bid to DWD must sign and return the IFB cover page or, if applicable, the cover page of the last amendment thereto in order to constitute acceptance by the bidder of all IFB terms and conditions. Failure to do so may result in rejection of the bid unless the bidder's full compliance with those documents is indicated elsewhere within the bidder's response.

6. BID OPENING

- a. Bids will not be considered public record until bid is awarded. The DWD will not provide prices or other bid information via the telephone.
- b. Bids which are not received in the DWD office prior to the official opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be opened. Late bids may only be opened under extraordinary circumstances in accordance with 1 CSR 40-1.050.

7. PREFERENCES

- a. In the evaluation of bids, preferences shall be applied in accordance with Chapter 34 RSMo. Contractors should apply the same preferences in selecting subcontractors.
- b. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri and to all firms, corporations or individuals doing business as Missouri firms, corporations or individuals. Such preference shall be given when quality is equal or better and delivered price is the same or less.
- c. In accordance with Executive Order 05-30, contractors are encouraged to utilize certified minority and women-owned businesses in selecting subcontractors.

8. EVALUATION/AWARD

- a. Any clerical error, apparent on its face, may be corrected by the buyer before contract award. Upon discovering an apparent clerical error, the buyer shall contact the bidder and request clarification of the intended bid. The correction shall be incorporated in the notice of award. Examples of apparent clerical errors are: 1) misplacement of a decimal point; and 2) obvious mistake in designation of unit.
- b. Any pricing information submitted by a bidder shall be subject to evaluation if deemed by the DWD to be in the best interest of the State of Missouri.

- c. The bidder is encouraged to propose price discounts for prompt payment or propose other price discounts that would benefit the State of Missouri. However, unless otherwise specified in the IFB, pricing shall be evaluated at the maximum potential financial liability to the State of Missouri.
- d. Awards shall be made to the bidder whose bid (1) complies with all mandatory specifications and requirements of the IFB and (2) is the lowest and best bid, considering price, responsibility of the bidder, and all other evaluation criteria specified in the IFB and (3) complies with Sections 34.010 and 34.070 RSMo and Executive Order 04-09.
- e. In the event all bidders fail to meet the same mandatory requirement in an IFB, DWD reserves the right, at its sole discretion, to waive that requirement for all bidders and to proceed with the evaluation. In addition, the DWD reserves the right to waive any minor irregularity or technicality found in any individual bid.
- f. The DWD reserves the right to reject any and all bids. When all bids are non-responsive or otherwise unacceptable and circumstances do not permit a rebid, DWD may negotiate for the required supplies.
- g. When evaluating a bid, the State of Missouri reserves the right to consider relevant information and fact, whether gained from a bid, from a bidder, from bidder's references, or from any other source.
- h. Any information submitted with the bid, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and merit of a bid and the award of a contract.
- i. Any award of a contract shall be made by notification from the DWD to the successful bidder. The DWD reserves the right to make awards by item, group of items, or an all or none basis. The grouping of items awarded shall be determined by DWD based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of the State of Missouri.
- j. All bids and associated documentation which were submitted on or before the official opening date and time will be considered open records pursuant to Section 610.021 RSMo following the official opening of bids.
- k. Bidders who include an e-mail address with their bid will be notified of the award results via e-mail.
- l. The DWD reserves the right to request clarification of any portion of the bidder's response in order to verify the intent of the bidder. The bidder is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.
- m. Any bid award protest must be received within ten (10) calendar days after the date of award in accordance with the requirements of 1 CSR 40-1.050 (10).
- n. The final determination of contract award(s) shall be made by DWD.

9. CONTRACT/PURCHASE ORDER

- a. By submitting a bid, the bidder agrees to furnish any and all equipment, supplies and/or services specified in the IFB, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the IFB and any amendments thereto, (2) the contractor's response (bid) to the IFB, (3) clarification of the bid, if any, and (4) DWD's acceptance of the response (bid) by "notice of award" or by "purchase order." All Exhibits and Attachments included in the IFB shall be incorporated into the contract by reference.
- c. A notice of award issued by the State of Missouri does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services for the State of Missouri, the contractor must receive a properly authorized purchase order unless the purchase is equal to or less than \$3,000. State purchases equal to or less than \$3,000 may be processed with a purchase order or other form of authorization given to the contractor at the discretion of the state agency.
- d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the DWD or by a modified purchase order prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.

10. INVOICING AND PAYMENT

- a. The State of Missouri does not pay state or federal taxes unless otherwise required under law or regulation.
- b. The statewide financial management system has been designed to capture certain receipt and payment information. For each purchase order received, an invoice must be submitted that references the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.
- c. The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of the DWD.
- d. Payment for all equipment, supplies, and/or services required herein shall be made in arrears unless otherwise indicated in the IFB.
- e. The State of Missouri assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the state's rejection and shall be returned at the contractor's expense.
- f. All invoices for equipment, supplies, and/or services purchased by the State of Missouri shall be subject to late payment charges as provided in Section 34.055 RSMo.
- g. The State of Missouri reserves the right to purchase goods and services using the state purchasing card.

11. DELIVERY

Time is of the essence. Deliveries of equipment, supplies, and/or services must be made no later than the time stated in the contract or within a reasonable period of time, if a specific time is not stated.

12. INSPECTION AND ACCEPTANCE

- a. No equipment, supplies, and/or services received by an agency of the state pursuant to a contract shall be deemed accepted until the agency has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- b. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.

- c. The State of Missouri reserves the right to return any such rejected shipment at the contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d. The State of Missouri's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the state may have.

13. WARRANTY

- a. The contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the DWD, (2) be fit and sufficient for the purpose expressed in the IFB, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.
- b. Such warranty shall survive delivery and shall not be deemed waived either by reason of the state's acceptance of or payment for said equipment, supplies, and/or services.

14. CONFLICT OF INTEREST

- a. Officials and employees of the state agency, its governing body, or any other public officials of the State of Missouri must comply with Sections 105.452 and 105.454 RSMo regarding conflict of interest.
- b. The contractor hereby covenants that at the time of the submission of the bid the contractor has no other contractual relationships which would create any actual or perceived conflict of interest. The contractor further agrees that during the term of the contract neither the contractor nor any of its employees shall acquire any other contractual relationships which create such a conflict.

15. REMEDIES AND RIGHTS

- a. No provision in the contract shall be construed, expressly or implied, as a waiver by the State of Missouri of any existing or future right and/or remedy available by law in the event of any claim by the State of Missouri of the contractor's default or breach of contract.
- b. The contractor agrees and understands that the contract shall constitute an assignment by the contractor to the State of Missouri of all rights, title and interest in and to all causes of action that the contractor may have under the antitrust laws of the United States or the State of Missouri for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the contractor in the fulfillment of the contract with the State of Missouri.

16. CANCELLATION OF CONTRACT

- a. In the event of material breach of the contractual obligations by the contractor, the DWD may cancel the contract. At its sole discretion, the DWD may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than 10 working days from notification, or at a minimum the contractor must provide DWD within 10 working days from notification a written plan detailing how the contractor intends to cure the breach.
- b. If the contractor fails to cure the breach or if circumstances demand immediate action, the DWD will issue a notice of cancellation terminating the contract immediately.
- c. If the DWD cancels the contract for breach, the DWD reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the DWD deems appropriate and charge the contractor for any additional costs incurred thereby.
- d. The contractor understands and agrees that funds required to fund the contract must be appropriated by the General Assembly of the State of Missouri for each fiscal year included within the contract period. The contract shall not be binding upon the state for any period in which funds have not been appropriated, and the state shall not be liable for any costs associated with termination caused by lack of appropriations.

17. COMMUNICATIONS AND NOTICES

Any notice to the contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, transmitted by facsimile, transmitted by e-mail or hand-carried and presented to an authorized employee of the contractor.

18. BANKRUPTCY OR INSOLVENCY

- a. Upon filing for any bankruptcy or insolvency proceeding by or against the contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the contractor must notify the DWD immediately.
- b. Upon learning of any such actions, the DWD reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the contractor responsible for damages.

19. INVENTIONS, PATENTS AND COPYRIGHTS

The contractor shall defend, protect, and hold harmless the State of Missouri, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

20. NON-DISCRIMINATION AND AFFIRMATIVE ACTION

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include:

- a. A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
- b. The identification of a person designated to handle affirmative action;
- c. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
- d. The exclusion of discrimination from all collective bargaining agreements; and
- e. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.

If discrimination by a contractor is found to exist, the DWD shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, suspension, or debarment by the DWD until corrective action by the contractor is made and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

21. AMERICANS WITH DISABILITIES ACT

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

22. FILING AND PAYMENT OF TAXES

The commissioner of administration and other agencies to which the state purchasing law applies shall not contract for goods or services with a vendor if the vendor or an affiliate of the vendor makes sales at retail of tangible personal property or for the purpose of storage, use, or consumption in this state but fails to collect and properly pay the tax as provided in chapter 144, RSMo. For the purposes of this section, "affiliate of the vendor" shall mean any person or entity that is controlled by or is under common control with the vendor, whether through stock ownership or otherwise. Therefore bidder's failure to maintain compliance with chapter 144, RSMo may eliminate their bid from consideration for award.

23. TITLES

Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a contractual construction of language.